**Job Posting**

**Part-time EDP Tutor – Helping Up Mission**

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. provides hope to the poor and homeless through programs designed to meet their individual physical, psychological, social, and spiritual needs, compassionate and substantial residential care is giving to almost 550 people in need, without consideration of race, economic, or religious status at its campus in East Baltimore. The External Diploma Program (EDP) Tutor oversees all on-site and off-site tutorial services of our clients, and schedules and provides tutorial services on-site. The EDP Tutor carries out their duties while adhering to the core values and vision of Helping Up Mission.

***Primary Duties:***

* Screen, schedule and coordinate tutorial services.
* Provide certified External Diploma Program tutoring.
* Provide certified General Education Development tutoring.
* Design and develop material for GED, EDP, and Accuplacer students.
* Provide individual tutoring for specialized needs.
* Coordinate all off-site educational services for HUM clients as needed.
* Coordinate all loan requests.
* Contact point for new volunteers and/or tutors.
* Assist in weekly scheduling of students and tutors.
* Participate in team meetings for Innovative Learning Center services.
* Perform other duties as assigned.

***Job Requirements:***

* Exhibit the Core Values of Helping Up Mission, Inc.
* Bachelor’s Degree in Education preferred.
* Teaching Certificate preferred.
* 1-3 years of teaching experience.
* Excellent writing abilities and analytic skills.
* Ability to relate to students, academic staff, and teachers.
* Strong problem-solving and decision-making capabilities.
* CASAS certified.
* TABE certified a plus.
* Team working skills and the ability to work alone without supervision.
* Proficient in computer usage, particularly Microsoft Products.
* Ability to work in a multi-cultural and multi-ethnic environment with faculty, staff, and clients.

Competitive pay for the part-time position. Potential candidates should email their resumes to [businessoffice@helpingup.org](mailto:businessoffice@helpingup.org), attention Brett Hartnett.